

SECTION 13

REIMBURSEMENT OF INCURRED COSTS

13.1 Principles

In accordance with the *Washington State Fire Services Resource Mobilization Plan*, the Washington State Military Department will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident.

In the event that a state mobilization incident qualifies as a Presidential or other federally reimbursable disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible state mobilization expenses, even if all costs associated with the state mobilization incident are not eligible for federal reimbursement.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander, will be mobilized according to this *Mobilization Plan*, and will be subject to the later review of the Washington State Military Department.

13.2 Criteria for Payment

The *Mobilization Plan* and its enabling law, Chapter 38.54 RCW, provide for reimbursement of costs to “fire jurisdictions” only. The logistical support of state mobilization resources is an inherent requirement of state mobilization and its procurement is deemed to be within and essential to state mobilization. The costs of necessary logistical support are therefore reimbursable as state mobilization costs.

13.3 Resource Order Authority

A resource request number shall be assigned to each mobilized unit or person. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units.

A resource request number is required for all resources. The Washington State Patrol, Fire Protection Bureau will issue all resource request numbers.

13.4 Records

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader.

Unit time records must be turned in to the Incident Time Unit daily.

Completed unit logs must be turned in to the Demobilization Unit prior to departure from the incident.

13.5 Claim Forms

Claims for expenses and reimbursement of costs incurred under state fire services mobilization are to be made utilizing the state mobilization (MOBE) forms (see Appendix G.1).

Exceptions: The incident Finance Section will create the payment records for all apparatus and volunteer personnel. No agency records or expense claims are to be prepared for these.

13.6 Submittal of Claims

Claims must be submitted to the Washington State Patrol, Emergency Mobilization Section within 45 days of the end of the mobilization.

Exceptions (i.e. late claims) may be allowed only with written notice to, and approval of, the Washington State Military Department.

13.7 Payment Teams

Designated payment teams with representation from the WSP Fire Protection Bureau, Washington State Department of Natural Resources, Washington State Military Department, and the Washington State fire services are tasked to review the incident finance packages as soon as feasible following each incident. This review will assure that each incident's financial package is complete, in order, and ready for payment processing.

13.8 Audit

All claims for expenses and reimbursement of costs incurred are subject to audit.

Audit personnel may call for, and the local jurisdiction making the claim shall provide, all records necessary to conclusively show that actual payments were made for which reimbursement is claimed.